

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LWIA ADVISORY COMMITTEE CONFERENCE CALL MINUTES—  
JULY 8, 2003

The minutes from the Local Workforce Investment Area (LWIA) Advisory Committee conference call on July 8, 2003, regarding the One-Stop Infrastructure Cost Study, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact James Scholl at (916) 657-4610.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachments

## LOCAL WORKFORCE INVESTMENT AREA ADVISORY COMMITTEE CONFERENCE CALL MINUTES

Tuesday, July 8, 2003

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**Department of Labor's (DOL) One-Stop Infrastructure Cost Study**—Bill Burke, Workforce Development Branch, and Brenda Kunkel, International Business Machines (IBM)

The Local Workforce Investment Area (LWIA) Advisory Committee discussed the Department of Labor's (DOL) One-Stop Infrastructure Cost Study.

- The proposed Workforce Investment Act (WIA) Reauthorization legislation tasks Governors with spreading One-Stop Center infrastructure costs to the required partners. To assist Governors with this task, the DOL engaged IBM Business Consulting Services to come up with the infrastructure cost of running a One-Stop and an allocation methodology to spread that infrastructure cost to the required partners. The IBM Business Consulting Services has met with a number of people on the federal level and is now in the process of obtaining data from those who are involved in the day-to-day operations of One-Stops. This project is in its initial phase. The process will involve determining the infrastructure cost of a base One-Stop and using cost drivers to estimate infrastructure costs of other One-Stops.
- The IBM Business Consulting Services discussed the cost templates needed for the State-level data and One-Stop level data. (Please see Attachments). Brenda Kunkel briefed that the goal was to get the actual cost of a small diverse group of California's One-Stops using the cost template data, then formulate hypothesis to predict the cost range of a typical California One-Stop and test the hypothesis.

To this end, Los Angeles City, San Diego, Tulare, and Merced volunteered to be part of the project. Other LWIAs are also encouraged to be part of the project. The State Regional Advisors would be available to aid those LWIAs that participate in the project. There was a request to reimburse the LWIAs to cover their staff cost in gathering the data for the project. David Militzer of the State Board said they would examine the possibility of giving additional resources to the LWIAs who participate on this project. Mr. Militzer made it clear that he could not make any commitment other than the fact that the reimbursement request would be studied.

- The process is that the LWIAs would work directly with Brenda Kunkel of IBM by sending her any financial information i.e., spreadsheets, that are currently available. The data collection effort will end by August 9, 2003. Bill Burke asked that the LWIAs also carbon copy Greg Gibson and himself on any data sent on this project.

For additional information regarding this project, please contact Brenda Kunkel at (301) 922-5661, or by e-mail at [bkunkel@us.ibm.com](mailto:bkunkel@us.ibm.com); or Nichelle Corbett at (703) 322-5440, or by e-mail at [nichelle.corbett@us.ibm.com](mailto:nichelle.corbett@us.ibm.com) .

#### Attachments

DOL One-Stop Infrastructure Cost Study Data Request:

1. [State Level](#) (xls)
2. [One-Stop Center Level](#) (xls)